

Minutes of Waukesha County Airport Operations Commission
September 8, 2010

Chairman Crowley called the meeting to order at 8:00 a.m. Reminder: October meeting will be at 6 p.m.

Commissioners Present: Crowley, Schoepke, Bluemke, Richards and Falstad.

Others Present: Kurt Stanich-Airport Operations, Val Ramos- Airport Administration, Harry Becker- Manager Atlantic Aviation and Keith Markano, Airport Manager

Approve Minutes of August 11, 2010

MOTION: Secretary Richards moved with second by Commissioner Schoepke to approve August 11, 2010 minutes. Motion carried.

Chairman Crowley greeted Mr. Becker, the only public representation at today's meeting.

Public Comment/Correspondence – 75th Anniversary- Mr. Markano informed the Commission that several tenants stopped by to say thank you for holding the event. Secretary Richards -Very impressed by 75th Anniversary event coordinated by Messrs. Markano and Stanich and what a great job by County Executive Dan Vrakas. Secretary Richards-Disappointed more outside people were not invited. The County Executive made a strong presentation on the economic impact of the airport and had some excellent statistical data. The Waukesha County Business Alliance and the Waukesha County Economic Development should have been present because the airport plays a very very important part and we need to continue marketing the airport. We need to get out to the business community realizing what a great operation we have here. This provided a magnificent time for them to see how well everyone at the airport, the personnel and Atlantic Aviation, work together. Secretary Richards-A missed opportunity for the airport. We have a great economic engine here and it would have been a great time to tell people about it. Commissioner Falstad agreed with Secretary Richards's comments on the staff and County Executive and pointed out the County Executive is very enthusiastic and supportive of the airport.

Chairman's Report – Chairman Crowley-Agreed with Secretary Richards on inviting other groups to the 75th Anniversary. The airport has a small operations staff, perhaps with more available help (County Executive Office) this could have been done. The airport does not have a marketing department itself, so that type of work would have to flow through Public Works or the County Executive's office. Chairman Crowley asked if this was correct or if they could have done more as a staff at the airport. Mr. Markano-The big event at the airport was Wings Over Waukesha and this was open to the public. It was decided the 75th would be kept small and invite the tenants/airport community as appreciation for their support. The focus was on the airport community. An e-mail invitation was sent to all County Board Supervisors. Chairman Crowley- Mr. Markano mentioned this at the July meeting, and that it would be a low key event for the tenants in appreciation for their support of the airport. Vice-chairman Bluemke-There is a Commission member that is very tuned in to these kinds of things and suggested when these events happen the Commission could notify some of these people/groups and invite them to attend. It certainly would have been good to have the heads of these groups at the 75th event. Vice-chairman Bluemke- This group of people Secretary Richards referred to should be invited to any event at the airport. Mr. Markano said he would keep this in mind for future events. Chairman Crowley expressed appreciation to everyone for their comments. Chairman Crowley said it is a collaboration of all the entities (Public Works and County Executive office) to work on promoting the airport. Commissioner Falstad requested Mr. Markano contact him the next time the County Board Supervisors are invited to an airport function to let him know in advance and he will make an announcement at a meeting and urge them all to participate.

Chairman Crowley-Would like status on airport signage and updates on marketing progress by StrateVantage.

Airport Manager's Report –

Mr. Markano received a call from the airport manager at Capital Airport. The runway at Capital will be repaved beginning this week, it is a 30 day construction schedule, he asked if their tenants could hangar their planes at the airport during this time. There are vacant t-hangars available and Mr. Markano suggested a discount for the first month and after the thirty days are up, a daily rate would go into effect.

On September 14th Mr. Markano will meet with Ms Bussler and Mr. Shaver (Parks & Land Use) to discuss the Aviation Drive extension potential and as part of that discuss the potential for alternative revenue that could be developed off of that, also airport signage.

Southeast Hangar area-When the new area was designed the Commission raised the lot application fee to \$2000. Mr. Markano would like to apply the \$2000 lot application fee for the SE hangar area towards the land lease. Applying the fee to the land lease would be enticing to those interested in constructing new hangars at the airport.

Airport utilities-Utility Recovery Corporation contacted Mr. Markano about a program they have that could save the airport money. The company looks over the airport's utility bills to see if we have been overcharged and if any money is owed to the airport. The fee for this service is half of any money they recover for the airport. Mr. Markano spoke to Mr. Farley and Ms Bussler about this program. Chairman Crowley said his place of employment used this service and that this is a good opportunity for the airport to potentially recover money if billing errors are found.

Transportation Security Administration Outreach Program-A representative will meet with Mr. Markano at the airport on the 23rd of September.

Budget meetings scheduled this month: September 14th Public Works Staff meeting, September 16th Public Works Committee on Capital Projects and September 20th Executive Committee on Capital Projects.

Vehicle-The airport has an opportunity to purchase a 4-wheel drive "gator" vehicle from the county parks department. This vehicle can be used for airfield maintenance instead of the airport vehicle. This will save wear and tear on the interior of the airport vehicle. A gator with a cab that will be auctioned by the count and this is the vehicle we are interested in. Savings on snow removal could make this purchase possible. Storage of the vehicle would be in one of the t-hangars.

Incident-On August 31st a Mooney aircraft had a gear up landing at the airport. There were no injuries to the pilot or passengers. A debriefing on the incident was held at the airport on September 1st. Agreement was made that all airport emergency calls would be responded to by the County.

Tower Chief-Mr. Markano announced that Tower Chief Andy Groth was leaving the airport to take a supervisor position with Midwest Air Traffic Control Services in Kansas City, Kansas. Everyone agreed that Mr. Groth's Andy's presence at the airport will be missed. Commissioner Falstad recommended a letter or resolution be given to Mr. Groth for his years of service at the airport. Vice-chairman Bluemke commented how great the airport grounds look with the Highway Division doing the mowing. He asked for an update on the painting of the taxiways. Mr. Markano said he is still looking look into this.

Marketing -Press coverage for the 75th Anniversary was very good. Work is being done on Corporate Aviation Brochure and website design. The next e-newsletter will go out in October.

Chairman Crowley asked who responded to the media on the gear landing incident. Mr. Markano replied the County Sheriff 's Department took care of the media on the incident. Chairman Crowley and Vice-chairman Bluemke both suggested the County Executive and Ms Bussler both be informed directly on serious situations at the airport. Mr. Becker, Atlantic Aviation, said protocol is to refer media to Mr. Markano or Mr. Stanich.

Mr. Stanich reviewed Tower Activity and Fuel reports. Tower activity was up for the month but year total down for the year. Jet A fuel was up 10%.

Future agenda items

Land purchase update

Airfield striping

Revenue opportunities at airport.

Adjourn

Bluemke moved, second by Schoepke to adjourn. Motion carried. Meeting adjourned 9:05 a.m.

Next meeting: Wednesday, October 13, 2010 at 6:00 p.m.

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Respectfully submitted,

Dick Richards

Secretary

September 8, 2010